

**MINUTES OF DISASTER COUNCIL MEETING
March 24, 2010**

Call to Order: Commissioner Glass called the Disaster Council Meeting to order at 3:03 PM.

Flag Salute: Led by Chuck Galbasin

Roll Call / Motions for Excused Absence: Commissioners present: Glass, Galbasin and Davis. Motion made by Galbasin with a second by Davis excusing the absence of Commissioner Siani. Ayes – 3

Department Representatives:	Lt Mark Athan	Police Department
	Joe Huld	City Clerk's Office
	Jan Wierzbicki	Library
	James Lee	Transit

Local Organizations and Community Members:	Caroline Elam	CERT / TARA / ADT
	Mike Martinet	Area G
	Chris Riccardi	Little Company of Mary Hospital
	Robin Fisher	TUSD
	Judy Retter	Torrance Memorial Hospital
	Chuck Galbasin	TARA
	Edith Stieglitz	CERT
	Brian Sinaguglia	CERT
	John Elam	SERT / TARA
	Rich Ulyate	CERT
	Dorothy Hart	Hillside HOA

Comments from the Public/Staff:

None

Report on Posting of Agenda:

Motion – Davis. Second – Galbasin. Ayes – 3

Minutes for Approval:

February 24, 2010. Moved – Davis. Second – Galbasin. Ayes - 3

New Business:

A. Disaster Council Budget

Lt. Athan confirmed that a budget for the Disaster Council does exist and that approximately \$2,500 is allocated for the current fiscal year. A copy of the Expense Budget Performance Report as of March 15, 2010 was provided, reflecting a current balance of \$2,504. The report showed a beginning balance of \$2,594. Lt. Athan went over the various categories on the report. After reviewing the report, the commissioners inquired of some expenditure; i.e., who expenses and authorizes; and asked about an item in the amount of \$300, noting no money was spent last year by the council. The commissioners asked Lt. Athan to find out more about the expense items, to which he indicated he would follow up with Janice in Finance. Lt. Athan explained that money left over/not spent from any budget at the end of the fiscal year is returned to the General Fund. Judy Retter inquired if the expenses had been spent on last year's expo. Lt. Athan could not determine where or what program the budget is derived from, if it comes from City Hall or Central Services.

Commissioner Galbasin inquired of the funds being used for printing of the Senior Citizen Emergency pamphlets and Lt. Athan stated he did not believe they (the Council) would have to use the money. Commissioner Glass inquired if they could spend money for creating an award to present to someone or group for doing emergency-type things. Lt. Athan advised the commissioners to inform him or Tracy Bonano of items they want to purchase and are approved by the Disaster Council as they both have Cal Cards, and would latter obtain reimbursement from the Disaster Council budget.

B. CPR Training through Torrance Memorial Medical Center

Commissioner Galbasin asked if there was any change in the date for CPR Training at Torrance Memorial, with Judy Retter confirming the date to be Saturday, October 9, 2010. There will be two classes offered, one in the morning and one in the afternoon.

C. Letter to City Council in Support of October CPR Program

Copies of letters from the 2008 CPR/TMMC event were provided for the commissioners' review. Some minor revisions and the date for the event will be made before submitting the proposal to the Mayor and City Council Members.

Judy Retter requests she be notified prior to the flyer being designed announcing the event as the logo for Torrance Memorial has changed. Lt. Athan explained the Police Department has an annual contract with Central

Services for photocopying of brochures and the like. Not knowing where the contract stands, they could solicit City Council if needed.

Commissioner Galbasin acknowledged Judy Retter for her support and assistance in getting the event accomplished, and getting the word out at least a week before the event. Commissioner Glass noted it has been well received in the past.

Disaster Services Volunteer Elam inquired if they should recertify every two years. Commissioner Glass explained this training would not satisfy certified CPR training. Commissioner Galbasin stated there are different types of training, noting this particular event would not be for certification, partly due to the amount of time (three hours) and it being for the benefit of families in Torrance.

A motion to accept the date of October 9, 2010 for the Disaster Council CPR Training at Torrance Memorial Medical Center was taken.

Motion – Galbasin. Second – Davis. Ayes – 3

D. Disaster Council Goals & Objectives FY 10-11

After reviewing the revised “Goals & Objectives”, Commissioner Glass requests the matter be discussed next month after speaking with Disaster Services Coordinator Bonano. Those present believe the goals and objectives are ongoing, and do not necessarily require target dates.

E. 2004 Local Hazard Mitigation Plan

The plan was last reviewed and updated in 2005. Jill Crump and former TPD Deputy Chief Paul Besse worked on the plan. The plan is separate from the EOP and is currently out of date. Disaster Services Coordinator Bonano will assist with work on coordinating this project.

Lt. Athan indicated updating the plan is a big undertaking as was the EOP; however, not everything will require changing. Commissioner Galbasin stated the plan is supposed to be updated every five years and is now late. Area G’s Mike Martinet politely stated we are not the only ones late.

F. Budget for Disaster Council

Previously discussed. See A. above.

Old Business:

A. EOP Executive Summary

After receiving and reviewing a legible copy of the EOP, the commissioners noted some items which required changes. The changes are few, and minor, consisting of typographical errors (references to pages 15 and 21 of the new document and page 59 of the old). A comparison of the two documents will be made by Commissioner Davis, with corrections forwarded to Lt. Athan. As the Executive Summary has a time line, Lt. Athan asked that the changes be made before the next council meeting, even if a special session is needed for approval.

The commissioners indicated their approval to accept the EOP Executive Summary with amendments forthcoming, and a motion was taken.

Moved – Galbasin. Second – Davis. Ayes - 3

B. Emergency Preparedness for Seniors Brochure

An electronic version of The Emergency Preparedness for Seniors brochure was sent to Central Services for printing on March 16, 2010, with 100 copies ordered. On December 12, 2009, City Council approved \$150 for printing from the Books and Pamphlets account for Emergency Services, with \$150 from the Central Services account previously noted.

Five copies will be delivered to area disaster centers, with the remaining 60 to locations identified by the Council. TPD volunteers and cadets will perform the distribution and delivery. The brochure will be posted to the TPD web site under the “Spotlight” section, and email broadcasts will be sent to the HOAs.

The commissioners inquired how soon the printing would be completed by Central Services and distributed by volunteers and cadets. Lt. Athan stated the job was to be ASAP and would check on the status, noting that once received the cadets would be distribute.

C. Disaster Services Volunteer Trailer

Lt. Irvine and Tracy Bonano picked up loaner lights for the DSV trailer, with the permanent lights expected in April. The DSV trailer is currently in the TPD parking lot. When the trailer is equipped with supplies, it is slated to be moved to TFD Station #2.

ORALS

A. Comments from Commissioners/Staff/Public

Commissioner Galbasin extended TFD's Friedman's apology for not attending today's meeting after working 20 days out of 23. He will be at the next one.

Commissioner Chair Glass thanked Lt. Athan for speaking at the recent City Council meeting about and on behalf of the Disaster Council.

B. Announcements/Updates

Area G's Mike Martinet announced a presentation and luncheon on April 30, 2010 in San Pedro. The contact person for the event is Lana Calhoun. The cost of lunch is \$35 or \$40.

Robin Fisher of TUSD, apologized for not being at prior meetings due to budgetary items, but expressed he is happy to be present today.

LCM's Chris Riccardi stated the presentation Mike Martinet referred to is the second phase of a four-phase program that started dialogue between business and the community relating to disasters in the region (to tie the communities together).

CERT volunteer Richard Ulyate questioned if there was something in place for every family in Torrance to know where to go in a disaster, in general or specifically. Lt. Athan indicated there is no shelter in place and locations would vary by neighborhood. Map Your Neighborhood and every CERT and ADT member should know about the area disaster centers which are the branch libraries. Disaster information is posted on the City and Police web site. Commissioner Galbasin stated the word "shelter" is not used as it denotes a commitment to place/location open for 24 hours. DSV Elam added that execution and evacuation depends on the event. TUSD's Robin Fisher added that as schools would not be in session during a disaster, the schools in the district would be available.

Torrance Memorial's Judy Retter reminded of a presentation by two of their physicians who responded to the earthquake disaster in Haiti and their experiences. The presentation is free and begins at 7:00 p.m., Thursday, March 25, 2010 (flyers available at the sign-in table).

A suggestion offered by Meredith Eick to Rich Ulyate's question of where to go during a disaster. Meredith stated after an earthquake, he would put up a tent in his yard and see if others in his neighborhood needed any assistance.

TARA's Chuck Galbasin spoke of a "5th Monday" drill where they operate as they would in a real disaster from an area disaster center or, if the scenario is that of a library being damaged, TARA members will transmit from a parking

lot. This drill was performed once and went very well. The drill will help test equipment and see how many ADCs can be reached. The location for the old repeater was taken down last week and TARA no longer has that frequency. The new repeater will be at Alta Loma. The building is being refurbished and they expect to be on the air in two to three weeks.

Commissioner Galbasin announced the 22nd CERT academy was held, comprised of 25 students, and with DOJ's approval there will be 14 new DSV members. She also reminded those in attendance of the upcoming Tip-A-Cop event.

Lt. Athan announced TPD hosting Tip-A-Cop at the Elephant Bar on Thursday, March 25, 2010 from 5:00 p.m. to 9:00 p.m. Police personnel are shadowed by restaurant staff serving patrons with 100% of tips and donations supporting Special Olympics.

Commissioner Chair Glass advised that he would not be at the next meeting on April 28, 2010.

ADJOURNMENT

Moved – Davis. Second – Galbasin. Ayes – 3

The meeting was adjourned at 3:48 PM to a meeting on Wednesday, April 28, 2010, to be held in the West Annex Commission Meeting Room, 3031 Torrance Boulevard, Torrance, California.

These March 24, 2010 minutes were approved as submitted on May 28, 2010.